

GP ARCHIVES ADVISORY COMMITTEE MINUTES, April 30, 2012

Attending: Charlie Snyder, Nancy Schwartz, Nancy Walz, Kathryn Mitchell, Karen King

Archives Manual:

Archivist Karen King kicked off the meeting by presenting a draft of the Archives Manual she's been working on and plans to complete a final draft by the end of May. She'll shorten it by taking out some of the repetitive PastPerfect instructions, rearrange the screengrabs to appear next to each appropriate section, and expand the Glossary, among other changes. Charlie suggested adding an introduction to the PastPerfect section, condensing other sections, and using some simpler terminology. She welcomes feedback and suggestions. We all thanked her for producing such a useful manual that will help us going forward now and in the future as the Archives grows and new volunteers join.

Progress Report:

Charlie gave an update on volunteers. We have 7-8 interns currently, about to lose several as the summer approaches and their school semester ends. It was agreed that we should ask the Walter Johnson High School for seniors only going forward. We've been extremely fortunate in the volunteers we've gotten so far and there are still two interested candidates still to be interviewed.

Committee Membership:

With Rebecca Rawl's resignation last month, there are now two vacancies open for committee membership.

Archives website:

Charlie has been discussing website design with intern Amanda Hammack, who has academic computer training. When we're ready to create an Archives website, Amanda has offered to help design it.

Oral Histories:

Nancy S. brought up the need to switch our recording technology from tape to digital when conducting oral history interviews. Many stores stopped selling tapes so it's time to join the digital era. There are pro's and con's to the voice recognition software such as Dragon. Echo Dictation may be the most appropriate for our oral histories. She'll look into it further and purchase a reasonably priced DVR.

*** Grants:**

Next up was the subject of grants which Kathryn was eager to get started on. We need to identify very specific uses for the money we're requesting, i.e. the archivist salary, building a website, oral history transcriptions, paid internships, or equipment and furniture.

Budget

The Town Council approved what the committee requested for the next fiscal year starting in July, 2012: \$10,000 for an archival consultant and \$6000 for supplies, equipment, and other expenses. \$5,100 was approved for the typing of Council minutes, done by Maggie. There's enough remaining in this fiscal year's budget to pay for Karen King's time as she completes the 200 hours we contracted with her.

Next meeting: early June, TBD